


- Providing program oversight, technical assistance, and formal training to DOI employees;
- Managing the electronic FOIA tracking system (EFTS) – a centralized, web-based application that provides for standardized tracking and reporting of FOIA requests Department-wide;
- Monitoring bureau/office backlogs through monthly and quarterly reporting;
- Preparing the Department's FOIA annual report based on data entered into the EFTS by FOIA personnel in the 12 bureaus and offices; and
- Helping coordinate high profile or multi-bureau/office request issues.

## **Bureau/Office-level FOIA Staff**



The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation.

Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices that process requests. Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver).